

**MERRIMAC HOUSING AUTHORITY
RENT COLLECTION POLICY**

All rents are due on the first day of the month. Residents who have not paid their rent by the first business day after the 5th of the month will receive a call from the authority requesting prompt payment. By the 10th day of the month if the rent has not been paid a letter will be sent requesting the resident and/or resident's authorized representative meet for a private conference at a specific date, place and time.

If after the conference the resident still has an outstanding balance and no reasonable repayment schedule has been agreed upon management will proceed with termination. Residents who agree to and sign a payment agreement schedule will be given/sent a confirmation of the agreement to pay. If the agreement is not followed, a 14-day Notice to Quit will be sent to tenant.

Once the 14-day Notice is sent and the action is started, the action will continue until the balance is paid in full. Any agreement made at this point will only be made with a judgment entered in court.

The Public Housing Coordinator will prepare the 14-day Notices and serve them. Once the 14 days have passed the Authority's attorney will file the case in court.

Rent Payment Procedures

Rent is due on the first day of the month and collected by the 5th calendar day of the month. In accordance with the lease, residents may make monthly rent payment in two installments each month if the resident shows in advance and in writing good cause for the request.

Day of Month	Resident	Authority
1 st of month	Rent is due	Authority accepts rent or rent is electronically transferred from resident to agency
5 th of month	Last day rent is due	Authority details who has/has not paid rent
8 th of month	Rent overdue	Authority calls resident to remind them rent is past due
15 th of month	Delinquent rent	Authority sends 14-day Notice to Quit and tenant must pay balance in full or judgment will be entered in court.